

MEMORANDUM FOR: PRIME VENDOR ACTION OFFICERS

SUBJECT: Standard Operating Procedures for Participation in Defense Supply Center Philadelphia (DSCP) Sponsored National Food Audits.

1. PURPOSE: To establish procedures for the participation of the Concepts, Systems and Policy Division (CSPD) of the Army Center of Excellence, Subsistence (ACES), participation in subject audits. These procedures, will aid in standardizing and reporting activities and audit results. This SOP applies within CSPD, ACES.
2. GENERAL: DSCP is responsible for the conduct of food audits. This program provides a direct insight to the performance of prime vendors. The audits reveal the level of quality received and compliance of the vendor with buy American and shelf-life provisions of the applicable contract. DSCP will announce the dates and places of scheduled audits. The audits also provide an excellent source of education for all food service personnel. Prime vendor representatives continue to introduce new items. Many of these items present unfamiliar packaging, units of issue, container sizes, and handling requirements. Installation food service personnel may not be familiar with these items, the stated item specification, expected product yields, and with proper storage or preparation procedures. The food audit provides an excellent vehicle to increase understanding of these products and procedures.
 - a. Based on evaluation results provided by USDA or USDC inspectors each item reviewed will be rated as Red (fails), Yellow (needs work) or Green (Meets specification and requirement). Any item that fails the standard for grade required or fails to meet the Berry Amendment or is deemed unfit for intended use will be rated as red. These items must be pulled from issue to military customers and replaced. Any item that fails two consecutive audits will be deemed substandard for Army use and the vendor will be requested to obtain a new source for that product.
 - b. Each prime vendor is required to initiate actions required to correct all items rated as red or yellow. The DSCP contracting officer assigned will coordinate all required actions and the prime vendor will report corrective actions to DSCP. Based on audit results DSCP may schedule a follow up audit of the prime vendor. Follow up audits are normally conducted at a six month interval from the initial audit.
3. ACES, CSPD: Chief, CSPD will assign prime vendor team member to represent HQDA/ACES at scheduled food audits. The Chief, ACES CSPD will also review after action reports submitted by the action officer and forward under separate cover to appropriate personnel and agencies.

25 February 2003

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4. PRIME VENDOR ACTION OFFICER: The ACES, prime vendor action officer will notify the responsible Installation Management Agency - Region Food Management Specialist (IMA-RFMS) of the audit, dates, time and place. The ACES action officer will encourage the IMA, RFMS to attend and to assist installation personnel served by the prime vendor being audited to attend. Food Program Managers, Food Operations Sergeants and Ration ordering/receiving personnel should be the target audience for attendance at these audits. The ACES PV action officer will also:

- a. Represent ACES and HQDA as the subject matter expert for issues relating to quality standards, item descriptions, and item suitability as relates to current Army Menu Standards.

- b. Maintain a record of all items audited, the rating received by each and any follow – on action required.

- c. Prepare a report for the Chief, ACES, CSPD detailing audit results (see attached). The report must include any recommended corrective actions and the responsible person or agency for each required action..